DOCUMENT RESUME

ED 241 219 RC 014 637

AUTHOR	Crow, Susan B., Ed.; Russell, Arneada Bray, Ed.
TITLE	Selected Technical Assistance Resource Agencies and an Annotated Bibliography for Rural Employment and Training Practitioners in Virginia.
INSTITUTION	Virginia Commonwealth Univ., Richmond. Center for Public Affairs.
SPONS AGENCY	Governor's Employment and Training Council, Richmond, Va.
PUB DATE	Sep 83
CONTRACT	GETD-83-105
NOTE	71p.; For related document, see RC 014 638.
AVAILABLE FROM	Center for Public Affairs, Virginia Commwealth University, 919 W. Franklin St., Richmond, VA 23284 ($5.00).
PUB TYPE	Reference Materials - Directories/Catalogs (132) -- Reference Materials - Bibliographies (131)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Books; Employment; Employment Programs; Human Resources; *Job Training; Newsletters; *Organizations (Groups); Public Agencies; Reports; *Rural Areas; Rural Development; Rural Education; *Technical Assistance; *Trainers
IDENTIFIERS	*Virginia

ABSTRACT

Third in a series by the Rural Success Program at Virginia Commonwealth University (VCU), the book provides a view of selected organizations and literature of potential interest to rural employment and training practitioners and planners. The book is divided into two sections. The first contains summaries of interviews with representatives of 26 non-profit organizations which reported providing technical assistance to rural employment and training practitioners and planners in Virginia. For each of 11 national, 6 regional, and 9 state-level organizations, the book lists the organization's mission, current projects, specific services, and publications, and explains how to access the organization's services. A partial list of 21 relevant state agencies and others (adapted from VCU's 9-volume series on employment, training, and support services) completes the first section. The second section contains an annotated bibliography of selected relevant books, reports, newsletters, and other materials. For the 27 books and reports, all published since 1975, the bibliography lists the author, title, and publication information, and gives a brief annotation. For the 10 newsletters listed, the bibliography gives the title, publisher, content, distribution, length, and subscription information. The bibliography also provides author, title, publishing information, and an annotation for six other publications. (SB)

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SELECTED TECHNICAL ASSISTANCE RESOURCE AGENCIES AND AN ANNOTATED BIBLIOGRAPHY FOR RURAL EMPLOYMENT AND TRAINING PRACTITIONERS IN VIRGINIA

Written Under GETD Contract #83-105

MAR1984
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by

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Richmond, Virginia 23284

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September, 1983

RC014637

This report was produced by the Center for Public Affairs, Virginia Commonwealth University with funding from the Governor's Employment and Training Division, Commonwealth of Virginia. Any opinions reflected herein do not necessarily reflect those of the Governor's Employment and Training Division. The report was produced by Susan B. Crow and Arneada Bray Russell, editors, and was part of the Rural Success Program, Anthony J. DeLellis, Primary Research Consultant.

Cover illustration by James Russell Greene, Jr.

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Acknowledgements

The editors wish to express gratitude for the contributions made to this publication by all of the people who consented to interviews regarding technical assistance. Their patience and information were appreciated. This applies to those whose organizations are listed herein as well as to those who consented to interviews but whose organizations did not provide technical assistance to rural employment and training practitioners in Virginia and were, consequently, not listed. Appreciation is expressed also to the many organizations which provided assistance in securing the desired literature for inclusion in the annotated bibliography.

Further, appreciation is expressed to Norman Auldridge, Public Administrator, for his able assistance in obtaining certain information regarding the provision of technical assistance to rural employment and training practitioners. Appreciation is expressed also to Richard Morrison, Social Policy Analyst, for his written prospectus relating to this document. He is not responsible, however, for the editors' interpretation and ultimate use or misuse of his ideas. Finally, gratitude is expressed to Anthony J. DeLellis, Primary Research Consultant to RURAL SUCCESS, for his guidance throughout the project.

Susan B. Crow
Arneada Bray Russell
Editors

Forward

This document is the third of three developed by the Rural Success Program of Virginia Commonwealth University (VCU). Under a grant from the Virginia Governor's Employment and Training Division, the Rural Success Program conducted research and produced:

1) Rural Virginia: A Data Based Overview for Human Resource Planners, (Richard D. Morrison, editor), 1983.

2. Rural Success: Case Studies of Successful Employment and Training Programs in the United States, (Anthony J. DeLellis, editor), 1983.

3. Selected Technical Assistance Resource Agencies and an Annotated Bibliography for Rural Employment and Training Practitioners in Virginia, (Susan B. Crow and Arneada Bray Russell, editors), 1983.

In large measure, this, the third publication, is a by-product of the first two. Much of the literature was obtained as an aside to pursuing research for the first two reports, and introductions to many of the rural service networks resulted from the same efforts. In sorting through the literature so discovered, while seeking additional literature, and in exploring the several rural service networks, it was noted that the technical assistance world was undergoing changes. Many organizations were narrowing their missions, others no longer existed. At the state level, however, there appeared to be an expansion of missions, perhaps typical of state responses to new federalism throughout the country.

At the federal level, there is a massive attempt to catalog the organizations providing service to rural areas. The Office of Rural Development Policy, U.S. Department of Agriculture (USDA), is developing a directory of public and private organizations, state, regional

and national, which serve rural areas in a broad range of services. The directory will go far beyond the provision of technical assistance and far beyond employment and training topics. It is expected to make a major contribution to the field when it is published in late 1983 or early 1984.

At the state level in Virginia, there now exists a nine-volume series of directories of employment, training, and support services at state and local levels. Published by Virginia Commonwealth University under a grant from the Governor's Employment and Training Division, the 1982 series provides both broad and detailed views of services available in Virginia.

These two documents, one in process and one in circulation, were noted in order to emphasize the scope and purpose of this list of technical assistance resources. It was the intent of the Rural Success Program to fill temporarily, an immediate information gap in the area of technical assistance to rural practitioners of employment and training. There was no attempt to conduct a massive national and regional search, as with the USDA project, nor was there an attempt to reproduce the VCU directory of state and local agencies providing services, including technical assistance services, in Virginia. Rather, this document contains a selected list of organizations which are currently providing technical assistance services of the sort noted previously. There are hundreds more, and the USDA publication, when available, will list many of them; many others are already listed in the VCU publication currently in circulation; and still others will be listed in a women's resource directory to be developed by the Virginia Commission on the Status of Women. Add to these the referrals to technical assistance available through Virginia's regional Information and Referral Centers, Planning District Commissions, and others, and the potential is substantial.

Regarding production of the annotated bibliography, a similar approach was taken. There is a bibliography available now which includes an employment and training related view of the literature of economic develoment. Produced by CSR, Inc., for the U.S. Department of Labor, the document addresses a

variety of concerns for linkages between economic development and employment and training functions. Although it will be noted that the CSR publication and this one have some overlapping topical areas, duplication is minimal.

In preparing both sections of this technical assistance list and annotated bibliography, there was an effort to:

1) Address the needs of rural employment and training practitioners in Virginia;

2) Give attention to job creation and economic development;

3) Avoid duplication with documents already available or in process;

4) Recognize that employment and training practitioners, the target audience for this publication, may be found in community colleges, local school boards, community based organizations, service delivery areas, state agencies, and other institutional settings; and;

5) Promote interagency cooperation and public-private partnership by implication of entries selected.

Anthony J. DeLellis
Primary Research Consultant
RURAL SUCCESS

Introduction

This document provides a view of selected relevant organizations and literature of potential interest to rural employment and training practitioners and planners. It is divided into two sections, the first addressing sources of technical assistance, and the second annotating literature.

I. Selected National, Regional and State Organizations Providing Technical Assistance to Rural Employment and Training Practitioners and Planners in Virginia

This section contains summaries of interviews with representatives of 26 non-profit organizations which reported providing technical assistance to rural employment and training practitioners and planners in Virginia. In addition, there is a partial list of state agencies and others whose services are described in VCU's 9-volume series on employment, training and support services in Virginia (list adapted from Volume I of the series). First are listed national service organizations. These are followed by regional, then state level organizations. The listings from the VCU directory comprise the final entries in this section.

- Bureau of Social Science Research
  1990 M Street, NW, Suite 30
  Washington, DC 20036
  (202) 223-4300

Mission

The Bureau of Social Science Research is an independent non-profit organization devoted to research about contemporary problems in the social science areas. Its primary mission is to provide assistance to policy makers through research, and it makes its services available to anyone. There is a fee involved in most of its projects, but the fee is intended to cover only the Bureau's costs.

Current Projects

1) Data Center - Census data for all 50 states and Washington, D.C., as well as some program data from a few of the states

2) Target Population Needs Study - older population

3) Ph.D. holder in the Humanities Study - survey of employment

Specific Services to Rural Employment and Training Practitioners and Planners

The Bureau offers survey research and program evaluation services. With the Data Center, not only is census data available, but it also has the capability of doing computer graphics.

Most of the reports done by the Bureau are available in published format. A complete bibliography of these reports may be obtained free of charge by writing the Washington, D.C. office.

How to Access Services

Anyone may access the Bureau's services by writing or calling the Washington, D.C. office.

Publications

BSSR Newsletter is a quarterly publication with a distribution of approximately 2,000. In it are the results of studies and a description of projects which the Bureau is currently undertaking. Subscriptions for this newsletter are free of charge to anyone.

Other Publications

Most of the Bureau's reports may be obtained for the cost of publication by contacting the Washington office.

- Center for Community Change
  1000 Wisconsin Avenue, NW
  Washington, DC 20007
  (202) 338-4712

Mission

The Center for Community Change is an organization whose mission is to "help non-professional grassroots organizations better design and implement needed programs and services for poor people." The main activity the Center is engaged in is providing technical assistance to community based groups throughout the United States to help them become more viable and stronger. Services offered include: board training; staff training; resource development; program design; and publications implementation. Eligibility criteria include that a program "be genuinely community based, democratically run, accountable to the neighborhood, strongly led, and have the capacity for self-sufficiency." There is no fee for these services. Further, it was reported that speakers on employment and training may be available to organizations free of charge.

Publications

The Center for Community Change publishes the Monitor, a newsletter which is produced four or five times a year. According to a Center spokesperson, their editorial policy is "action oriented." The Monitor seeks to advise poor and minority individuals of the existence of federal and other program resources, and action strategies to obtain them. The distribution of this newsletter is estimated at between 15,000 and 16,000 individuals and organizations. The cost of a subscription depends on the ability to pay.

Current Projects

One Center project of particular interest may be:

Women's Technical Assistance Project
Center for Community Change
1000 Wisconsin Avenue, NW
Washington, DC 20007
(202) 338-3564

A project of the Center for Community Change, the Women's Technical Assistance Project supports community based women working in low-income and minority communities in rural areas and small cities in the Southwest United States. This, in order to improve the economic status of women. A variety of technical assistance services are available to women's advocacy and service organizations. The technical assistance services which are provided include:

- guidance in program management and strategy development
- resource development and fundraising
- generation and dissemination of information on women's employment issues

- direct on-site technical assistance to promote internal development of organizations, leadership skills, issues definition, strategy development, action plans, and coalition building

Fees for technical assistance are determined individually with the organization desiring technical assistance and the Director of the Women's Technical Assistance Project.

The Women's Technical Assistance Project does not currently publish a newsletter, but the Center for Community Change has publications available.

- Committee for Economic Development (CED)
  1700 K Street, NW, Suite 700
  Washington, DC 20006
  (202) 296-5860

Mission

The Committee is a private, non-profit research and educational organization devoted to the study of economic issues. The Committee's services are available to anyone interested in its research.

Current Projects

1. Economic Stabilization in Growth
2. Industrial Strategies
3. Business and the School
4. Organizing for State Economic Process: A Public-Private Approach
5. Study on Health Care Cost

Specific Services to Rural Employment and Training Practitioners and Planners

The committee offers no training seminars or workshops. Information may be obtained through its published case studies available for a fee of $20.00. The Committee also publishes policy statements dealing with economic issues, copies of which may be obtained for a fee ranging from $1.50 to $9.50.

Publications

The CED Newsletter is published once per year, and is approximately eight pages long. To subscribe, write or call at the address given previously.

- Human Resource Development Institute, AFL-CIO
  815 16th Street, NW
  Washington, DC 20006
  (202) 638-3912

Mission

The purpose of this organization is to involve labor organizations more actively in developing job programs for unemployed and underemployed individuals within their communities. Its mission is to assist labor organizations in becoming more effective in job training programs to meet the needs of individuals, of business, and of the community.

The primary population served by the Human Resource Development Institute is that of labor organizations or anyone interested in employment and training with or through labor organizations. Twelve field offices were established throughout the country to offer assistance.

Current Projects

1. Job Training Programs with Local Private Industry Councils (PICs)

2. Labor Coordinating Programs

3. Handicapped Placement Program

4. Dislocated Workers Program

Specific Services to Rural Employment and Training Practitioners and Planners

The Institute provides technical assistance to labor organizations and local PICs. This assistance is available primarily in the form of knowledge exchange and training sessions.

A special analysis or fact sheet on federal programs and Job Training Partnership Act (JTPA) regulations is also provided.

How to Access Services

Anyone working with a labor organization or through a local PIC may take advantage of the Institute's services by simply contacting the Washington, D.C. office. The individual or organization will then be directed to the nearest field office for assistance. There is no cost assessed for services.

Publications

The Advisor, a quarterly newsletter of approximately six pages, is published by the Institute. It highlights the organization's major activities as well as labor, employment, and training issues. Subscriptions may be obtained by calling the information specialist in the Washington, D.C. office. There is no fee for the subscription.

Other Publications

Brief special analysis or fact sheets about federal programs and interpretations of JTPA regulations are available. Contact the information specialist in the Washington, D.C. office.

- National Alliance of Business
  1015 15th Street, NW, Room 500
  Washington, DC 20005
  (202) 289-2916

Mission

The mission of the National Alliance of Business is to involve the private business community in employment and training of displaced persons and disadvantaged persons. The secondary mission is to work with local Private Industry Councils (PICs) and Job Training Partnership Act programs providing technical assistance on running training programs.

Current Projects

1. Business support of black colleges

2. Summer Youth Employment - getting businesses to hire unemployed youth

3. Clearinghouse on employment and training programs and issues

4. Five-day seminar for PIC managers on program management. Seminars on how to run better training programs. Seminars of analysis of relevant legislation. Seminars on how to coordinate training with economic development.

Specific Services to Rural Employment and Training Practitioners and Planners

The National Alliance of Business does not specialize in rural employment and training. Knowledge and technical assistance in this area are part of general knowledge in employment and training.

How to Access Services

There is a national office in Washington, D.C. as well as 10 regional offices which may be called for information.

The regional office for Virginia is in Philadelphia.

There are no eligibility criteria. Most services are provided free as a requirement of a Department of Labor grant. Fees may be charged for specialized service requests. Fees for special services are based on the cost of providing them. Services are available in all parts of the country through the regional offices.

Publications

Showcase - a monthly newsletter highlighting stories about successful employment and training programs involving businesses (approximately eight pages in length). This publication is free, and is obtained by calling the Clearinghouse office at (202) 289-2910. The distribution numbers in the low thousands.

Business Currents - a weekly newsletter highlighting the news from Washington (i.e., analysis of laws, regulations and issues relevant to employment and training). It is approximately two to three pages long; however, it can be as much as 50 pages if addenda are included (e.g., information from the Federal Register). The cost is $68.00 per year, and it can be obtained by calling the Clearinghouse office and asking for a subscription.

Other Publications

There is a publications list of approximately 25 pages which covers all activities for which technical assistance is provided and other topics relevant to employment and training. It can be obtained by writing the Clearinghouse office. The address should note "Attention: Clearinghouse."

- National Association of Community and Junior Colleges (NACJC)
  1 Dupont Circle, NW, Suite 410
  Washington, DC 20036
  (202) 293-7050

  Mission

  The mission of the National Association of Community and Junior Colleges is to provide leadership, advocacy and service to two year colleges.

  Current Projects

  - National Small Business Training Network
  - Building Better Boards
  - Putting America Back to Work project
  - Training Clearinghouse

  Specific Services to Rural Employment and Training Practitioners and Planners

  The majority of two year colleges are located in rural areas of the country. Services available are access to two year colleges, model programs offered by the colleges, information on the kinds of activities the colleges are capable of conducting and tapping into college networks.

  How to Access Services

  Services are available to all accredited two year colleges which are members. For varying fees, business membership or individual associate membership may be obtained.

  Publications

  The NACJC Letter - a weekly newsletter

  International News - a monthly newsletter to members of the NACJC international consortium

Small Business Network - a periodic newsletter

International Trade Education Newsletter

A publications list is available at no charge through the Washington, D.C. Publications Office.

Comments

The Association recommends that anyone interested in college services simply get in touch with local colleges in their area.

- National Association of Counties (NACO)
  440 First Street, NW
  Washington, DC 20001
  (202) 393-6226

Mission

The Association is a national lobbying organization representing counties' interests. It acts as a Washington based representative to protect the interests of counties, and it serves the interests of county units of local government which are members. Also, the Association works with the State Association of County Commissioners.

Current Projects

1. Roundtable discussion forum among people representing national interest groups promoting the Job Training Partnership Act in rural communities. Findings will be published.

2. Technical assistance project for local officials on the Job Training Partnership Act (JTPA), funded by a grant from the U.S. Department of Labor (DOL).

Specific Services to Rural Employment and Training Practitioners and Planners

Under a DOL grant, the Association provides technical assistance to Private Industry Councils and other local officials in the form of orientations to Private Industry Council officials on the JTPA, organizes roundtable discussions with National Alliance of Business and others in the field; provides information on basic issues and key points of employment and training legislation; provides legislative updates and "alerts" on possible problems; information on how to work with legislatures; issue papers and conference findings.

How to Access Services

Members are a part of the service fee group and are entitled to all services and publications of NACO. Fees range from $550 to $3,750 per year for units of local government.

Under a DOL grant, NACO is mandated to work with local elected officials. This grant provides technical assistance services through local Private Industry Councils and elected officials.

Publications

NACO has numerous publications on employment and training and other issues of importance to county governments. These publications are included under the membership fees. Others are charged a flat fee for NACO's various publications. A partial list of publications includes the following:

NACO Update - a biweekly newsletter

The County News - a biweekly newsletter to all members

JTPA Information Update - a bimonthly publication primarily for technicians and directors

Status Alerts - primarily for administrators, published on an as needed basis. Six are presently available.

Fact Sheets - a publication being developed for local officials and employment and training program staff. one entitled "Liability" has just been published. One other under development is on labor market information and its use.

A major document recently published is "County Elected Officials and JTPA - a New Direction for Leadership and Partnership."

Other Comments

NACO staff will speak to various groups of people such as educators, elected officials, and boards of education about the Job Training Partnership Act, JTPA implementation and related issues. This service can be obtained at no cost through a county affiliate.

- National Association of Private Industry Councils (NAPIC)
  2001 S Street, NW, Suite 500
  Washington, DC 20009
  (202) 223-5640

Mission

This is a membership association for Private Industry Councils which provides information and services to members of local Private Industry Councils (PICs). It serves PICs and the staffs of Service Delivery Areas (SDAs).

Current Projects

- Youth Employment Program in Private Industry

Specific Services to Rural Employment and Training Practitioners and Planners

Services are not targeted just to rural areas, but to all SDAs and PICs. Through local PICs, the Association provides technical assistance services. It conducts seminars and conferences; provides information on legislation; and facilitates PIC-to-PIC and in-house technical assistance.

How to Access Services

Services are available to members. Fees were formerly one-tenth of 1% of Prime Sponsors Title VII allocations under CETA. The NAPIC board is currently considering a new fee structure under the Job Training Partnership Act.

Publications

Memoranda on various issues from the national scene are published on an as needed basis. These are included in the membership fee.

A national directory of PICs will be published shortly. The fee has not yet been set. The directory will be available to the public and may be obtained by writing the PIC office in Washington, D.C.

- National Association of Towns and Townships
  1522 K Street, NW, Suite 730
  Washington, DC 20005
  (202) 737-5200

Mission

A local government service organization which addresses educational policy development and leadership, its mission is to provide technical assistance in these areas exclusively to small and rural communities of 10,000 to 20,000 population.

Current Projects

- Small cities Community Services Block Grant
- Small town economic development
- Rural leadership development

Specific Services to Rural Employment and Training Practitioners and Planners

- Analyze national policy issues and their implications for small and rural communities
- Conduct seminars, conferences and workshops and provide on-site technical assistance
- Issue specialized publications on issues relevant to rural and small communities

How to Access Services

Members are entitled to all services offered by the organization. Non-member local governments can request services. Such requests are handled on a case by case basis in accordance with staff availability. Because individual local officials are frequently involved in various volunteer activities or are serving in other capacities in local organizations, additional services are often rendered to these activities. Members may contact the organization in Washington, D.C.

Publications

The Association publishes the National Community Reporter, a monthly newspaper approximately 8 to 16 pages long, with a distribution of 15,000. The cost is $15.00 per year, and it may be obtained by calling the Washington, D.C. office for a subscription.

Other Publications

Seminar reports, other special publications and some books on issues of importance to rural and small communities are published. These may be obtained from the Washington, D.C. office.

- National Employment Law Center
  475 Riverside Drive, Suite 240
  New York, NY 10015
  (212) 870-2121

Mission

The National Employment Law Center is a national support center for the legal services system. The mission of the Center is to provide training to attorneys throughout the United States on legal rights and procedures regarding employment law (e.g., the rights of participants in training programs; the law of Unemployment Insurance) and other various types of legal rights and procedures. They also train attorneys on how to conduct employment discrimination suits and how to obtain clients' rights.

Publications

Twice yearly, the Employment Law Center publishes the Employment Law News, which includes updates on current issues in employment law and a survey of employment law.

For more information, call or write the National Employment Law Center.

- Wider Opportunities for Women
  1325 G Street, NW, Lower Level
  Washington, DC 20005
  (202) 638-3143

Mission

Wider Opportunities for Women (WOW) is an employment and training group for women. WOW's purpose is to provide advocacy and technical assistance on women's employment issues to their affiliates. They provide technical assistance to local women's employment projects throughout the United States. Topics include fundraising and limited organizational development. The nine regional leaders of women's employment projects assess programs in their regions to identify technical assistance needs and then either provide the needed assistance or act as brokers to obtain it. Fees for services are negotiated individually.

To obtain technical assistance, an organization must be an affiliate of WOW. Affiliation includes receipt of the quarterly newsletter, Connections, receipt of issue briefs, and eligibility for technical assistance. The cost is $35.00 annually. Eligibility criteria for affiliation are that the organization must be involved in the provision of direct services to women in employment (e.g., advocacy, counseling services, support services).

Current Projects

Currently, WOW is implementing a program designed to provide assistance in monitoring the Job Training Partnership Act. It is also initiating a voter registration project with programs involved in the network.

Publications

The newsletter, Connections, contains facts and news articles, legislative updates, and current issues in women's employment. It is distributed to 130 affiliates.

- Applied Institute of Manpower Management, Inc.
701 Saint Paul Street
Baltimore, Maryland 21202
(301) 396-1783

Mission

The mission of the Applied Institute of Manpower Management has evolved from one designed to improve the skills of executive level managers in employment and training to one which addresses management systems as well. With emphasis on systems, some of the topics treated are:

- Private Industry Council Orientation
- Program Design
- Financial Systems
- Intake Systems
- Job Development Systems
- Planning and Planning Systems
- Evaluation and Evaluation Systems
- Management Information Systems

The spokesperson for the corporation emphasized that they employ, exclusively, the professional services of staff who have actually served in employment and training agencies. She stated further, that there is an emphasis on individualized service to clients. Also, the corporation plays a brokering role for certain services and may coordinate those which require cooperation among more than one jurisdiction or even among several states.

Current Projects

- Dislocated Worker Programs Training Packages, addressing issues relevant from the level of top state leadership to individual counselors (a cooperative project with the National Alliance of Business, the New England Institute and the Down River Community Conference).
- Strategic Planning Issues Training Packages, addressing systems for extended planning (a cooperative project with the National Alliance of Business) to be available in late 1983 or early 1984.

Specific Services to Rural Employment & Training Practitioners & Planners

The services provided are customized individually or are universal. It was emphasized that the corporation had substantial experience with rural employment and training agencies and was sensitive to their special problems.

How to Access Services

Anyone may call or write to request assistance, and fees will be negotiated.

Publications

The corporation does not publish a newsletter; however, it serves as staff to the Mid-Atlantic Association of Prime Sponsors and, as a result, publishes a broad range of management assistance materials. A list is available from the corporation, and materials are available to anyone. There is no materials fee for those in federal Region III.

- Appalachian Regional Commission (ARC)
  1666 Connecticut Avenue, NW
  Washington, DC 20235
  (202) 673-7835

Mission

Economic development and jobs are the primary concerns of the Commission. It serves the 497 counties in the Appalachian region, and will fund certain training programs.

Current Projects

- Adult basic skills
- Computer literacy

Specific Services to Rural Employment and Training Practitioners and Planners

Training projects aimed at upgrading, basic skills and computer literacy can be funded through ARC. Others can be funded also.

How to Access Services

ARC does not directly fund projects. Only agencies and organizations are eligible for services. Funding is project-oriented and projects must come through the "pipeline." That is, they must be consistent with the priorities of the ARC, they must be in Appalachia and they must be submitted through local development districts or through the Governor's office for approval under the state's block grant. There are no fees for services.

Publications

Appalachia is a bimonthly magazine approximately 30 pages long. It is published by ARC and there is no fee for receiving it. It may be obtained by calling the Washington, D.C. office at (202) 673-7879.

- Delmarva Advisory Council
  P.O. Box 711
  Salisbury, MD 21801
  (301) 742-9271

Mission

The mission of the Council is to foster intergovernmental cooperation in the resolution of conflict by providing the public forum to coordinate planning and decision making for issues which do not stop at jurisdictional boundaries. It is a non-profit corporation. The Council will assist in:

- Identification of perceived regional interstate problems and issues;
- Development of solutions for interstate problems and issues;
- Assistance in resolution of interstate problems and issues with the intent of promoting a balanced development, to improve the economic conditions, quality of life and environment of the people of the Delmarva Peninsula.

Current Projects

- Railroad fares and role of railroads in economic development
- Area health education concept (migrant and seasonal farm workers)

Publications

The Delmarva Advisory Council does not publish a newsletter currently; however, it produces numerous reports, and these are available. Depending upon the report requested, a fee may or may not be assessed. Illustrations of report topics include the regional airport, the railroad, and various port surveys.

- Human Resource Development Institute, AFL-CIO, Region III Office
  925 Penn Avenue
  Pittsburg, PA 15222
  (912) 391-2266

  See discussion under the heading, "National Organizations."

- National Alliance of Business (Mid Atlantic Regional Services Office)
  Suite 1412, 2 Penn Center
  Philadelphia, PA 19102
  (215) 665-0254

  See discussion under the heading, "National Organizations." In addition to the services provided generally by the National Alliance of Business, it was specified that the Mid Atlantic Regional Services Office would provide to rural employment and training practitioners assistance in the following areas:

  - On-site sales training for job developers
  - Planning, management and evaluation model
  - Board-staff relations
  - Marketing assistance
  - Dislocated workers (plant layoffs)

- Job search and job clubs
- Performance contracting training
- Training projects to meet employers' needs

Other programs are available as well. In addition, the regional office may act as an access to the National Alliance of Business Clearinghouse and other sources of information of interest to rural employment and training practitioners and planners. Depending upon a number of variables, fees may or may not be assessed.

- Southeast Women's Employment Coalition (SWEC)
  P.O. Box 1357
  Lexington, KY 40590
  (606) 269-7372 or 269-7298

Mission

The purpose and mission of the Southeast Women's Employment Coalition is to achieve job equity and equal employment opportunity for women, particularly those in the southeastern region of the United States. The Coalition serves women working in blue collar and traditional jobs and those seeking employment. Technical assistance is provided to employment and training planners and practitioners on an informal basis (e.g., advice on potential funding sources), and there are no fees involved.

Current Projects

Currently, the Coalition is involved in the Economic Research Project, which focuses on the status of low income rural women in the Southeast. The goals of the project are:

- To document the current and projected economic status of low income rural women while involving them in the investigation

- Through this process, to involve and empower rural women

- To develop strategies for economic equity based on the research results

The Coalition is also involved in recruiting and monitoring the hiring practices of contractors for highway construction jobs.

Publications

The Coalition publishes a quarterly newsletter containing news and editorials, commentary on federal programs, and meeting reviews. A Coalition spokesperson said the Newsletter is "sensitive to women's issues, white and non-white." Approximately 450 individuals and organizations receive the newsletter. A subscription is $5.00 per year. A sample issue is available by calling or writing the Southeast Women's Employment Coalition.

- Southern Regional Council
  161 Spring Street, NW, Suite 820
  Atlanta, GA 30303
  (404) 522-8764

Mission

The purpose of the Southern Regional Council is to promote equal opportunity in the southern United States and "obliterate ignorance" in the south concerning poverty and racism. They provide technical assistance to 11 southern states. They provide research and information on current issues, and technical assistance through the Southern Legislative Research Council.

Current Projects

Currently, the Southern Regional Council is involved in the Cooperative Democracy and Development Project, whereby rural consumers are helped to gain control of boards of rural

electrical cooperatives. They also are lending technical assistance to community leaders in written communication regarding the administrative process of Section V of the Voting Rights Act. Individuals and organizations are eligible for assistance. There are no fees and no eligibility criteria.

Publications

Six times a year, the Council publishes Southern Changes, a magazine which focuses on the south and its problems. The distribution is 8,000 and a subscription may be obtained with associate membership in the Council. Individual membership is $20.00 per year; organizational membership is $30.00 per year. The Southern Regional Council also publishes research reports from time to time.

State Level Organizations

- Department of Agriculture and Consumer Services
  Office of Rural Affairs
  Washington Building, 1100 Bank Street
  Suite 200
  Richmond, VA 23219
  (804) 786-3519

Mission

The purpose of the Office of Rural Affairs is to "improve the quality of life of Virginia citizens living in rural counties and small towns." It is consistent with the mission of this office to provide technical assistance to rural employment and training practitioners. For example, the Office of Rural Affairs provides technical assistance in capacity building in rural counties. These services include advice on facilities and human resources, advice on running local government, and more. A spokesperson reported that the office assists planning districts and planners at every level. There are no eligibility criteria; however, the populations served are primarily rural counties and small towns. There are no fees involved.

Current Projects

Currently, the Office of Rural Affairs is involved with the Department of Corrections and Virginia Polytechnic Institute and State University in a training project entitled the "Teaching and Demonstration Farm for Small Farmers and Future Farm Employees." A teaching farm is being constructed in Nottoway County, and "anyone with a serious desire to learn farming" is eligible for training. The Office of Rural Affairs will provide some training and funding.

Publications

The Office of Rural Affairs does not offer a newsletter or bulletin, but the Department of Agriculture and Consumer

Services publishes a monthly bulletin. Information regarding publications can be obtained by calling (804) 786-2373.

- Governor's Employment and Training Division
  Virginia Department of Human Resources
  P.O. Box 12083
  Richmond, VA 23241
  (804) 786-5696

Mission

The mission of the agency includes, but is not limited to, providing administrative leadership and oversight for the implementation of the Job Training Partnership Act, including training and technical assistance to Service Delivery Area (SDA) administrators, to community based organizations, community colleges, Private Industry Councils (PICs), economic development agencies, and local governments. Further, it provides staff support to the Governor's Job Training Coordinating Council. The Governor's Employment and Training Division (GETD), in addition to providing technical assistance directly, also plays a brokering role for services it cannot provide. Further, it provides limited information services on employment and training to its target agencies.

How to Access Services

Anyone may call the agency directly; however, those who desire assistance are requested to go through their local Service Delivery Area so as to support local relationships. There are no fees for technical assistance services provided directly by GETD staff.

Publications

The Governor's Employment and Training Division publishes an occasional bulletin which is sent to Service Delivery Areas and Private Industry Councils. There is no fee for the bulletins, and they are available only to the SDAs and PICs. Editorial policy precludes the publishing of articles and statements other than those of the Governor's Employment

and Training Division. The agency distributes to anyone research monographs and other documents. Fees for these are variable. A list is available from the Governor's Employment and Training Division.

- Housing and Community Development Block Grant Program
  Virginia Department of Commerce and Resources
  205 N. Fourth Street
  Richmond, VA 23219
  (804) 786-4474

Mission

The Housing and Community Development Block Grant Program, under the Virginia Department of Commerce and Resources, provides services to local government. Services include the provision of technical assistance to organizations and individuals eligible for services. Eligibility requires that organizations and individuals represent towns and cities in Virginia under 50,000 population. A spokesperson for the program noted that technical assistance is provided on different levels and is very broad based.

Types of assistance provided include the offering of workshops, conferences and seminars on economic development and downtown revitalization. The program also provides assistance in completing block grant applications, and will aid the applicant in identifying and improving weak areas noted in the selection process.

There are no fees for these services and access begins by calling the office at the number above.

Publications

Every five to six weeks, the Housing and Community Development Block Grant Program publishes the Virginia Community Development Block Grant News. Distribution includes local government officials in cities and towns under 50,000, plan-

ning district commissions, universities, consultants, and individuals and organizations. To receive this newsletter, call the office and request inclusion on the mailing list. There is no fee for this publication.

- Industrial Training Division
  Virginia Community College System
  James Monroe Building
  101 N. 14th Street
  P.O. Box 1558
  Richmond, VA 23212
  (804) 225-2117

  Mission

  The Industrial Training Division of the Virginia Community College System offers training and assistance for new, existing and expanding industries in Virginia. Their missions are: 1) "To train or retrain as many Virginians as possible for increased economic opportunities, and 2) To reduce the start-up costs of new or expanding concerns by providing a pre-trained labor force."

  In cooperation with local community colleges and vocational technical schools, the Industrial Training Division will develop a training program tailored to the needs of the individual company. The types of training include basic skills; retraining; periodic training; instructor training; supervisory/management training; and audio-visual services. The Industrial Development Division will aid in the recruitment of trainees and, through the Virginia Employment Commission, will coordinate the screening and selection of trainees.

  Any industry in Virginia seeking to add employees to its payroll is eligible for services. There are no fees for assistance. The populations served are the unemployed, underemployed and new entrants into the labor market.

Publications

The Industrial Training Division publishes many reports, brochures and other publications. For more information, contact the office at the address above.

- Office of Planning and Evaluation
  Virginia Community College System
  James Monroe Building
  Richmond, VA 23219
  (804) 225-2127

Mission

The Office of Planning and Evaluation, under the Virginia Community College System, provides technical assistance to all community colleges in the State of Virginia. Examples of services provided include the provision of information and data resources; research on special issues; demand and supply studies; needs assessment and survey design; methods for assessing manpower needs; census data; and sources of information for planners and others for referral.

The planning component of the office is charged with the master planning of all of Virginia's community colleges. This includes assessment of needs and issues, helping the State Board set directions for the system, and planning guidance. The evaluation component examines the effectiveness and performance of the academic programs; evaluates, projects, monitors and reports the enrollment data; and has federal and state reporting responsibility.

Current Projects

The Planning and Evaluation office has just completed a study with the State Council on Higher Education in Virginia (SCHEV) on remedial education in Virginia.

Publications

This office does not regularly publish a newsletter.

- Virginia Commission on the Status of Women
  8007 Discovery Drive
  Richmond, VA 23288
  (804) 281-9200

Mission

The mission of the Commission is to conduct research and advise policy makers at the state and local levels on issues which influence the status of women so as to assist policy makers to enable women to reach their potential as wage earners and citizens. Thus, the Commission is generally involved in research, provision of advice, and dissemination of information to policy makers, organizations and citizens.

Current Projects

- Pay equity study (report to Governor and General Assembly) to be rendered in the fall of 1983
- Survey of women's organizations in Virginia regarding their perception of the status of women and to obtain an inventory of the services provided by the organizations (to be completed in late 1983)
- Revising the Women's Legal Rights Handbook (to be completed in late 1983)

Technical assistance services are available to rural employment and training practitioners and planners; however, the staff of the Commission is small and such services must be limited.

Publications

The Commission does not publish a newsletter currently; however, it was projected that one may be begun in early 1984 and be published twice per year with distribution to organizations and agencies. Consideration is currently being given

regarding distribution to individuals. Currently being compiled are bibliographies on pay equity, domestic violence, sources of technical assistance for women, and other women's issues.

- Virginia Cooperative Extension Service

Not strictly a state organization in the same sense as are the others selected for this listing, the Cooperative Extension Service is, nevertheless, a critical element in Virginia's ability to provide technical assistance to rural employment and training practitioners and planners. Extension Agents are located throughout Virginia. In addition, there are Extension offices at both Virginia State University and Virginia Polytechnic Institute and State University.

Mission

The Cooperative Extension Service is involved in teaching, research and public service along a wide range of topics of interest to people and institutions in both rural and urban settings. Among the many services of particular interest to rural employment and training specialists are workshops or conferences on:

- Various aspects of agricultural training and work
- How to Look for a Job
- How to Write Resumes
- Coping with Unemployment

In addition, there are in progress or already completed, impact studies of rural areas of Virginia, work in economic development in Appalachia, a local incentives survey working with state government, exploration of banking structures, commuting patterns, public education's role in economic development, and other matters relevant to job creation, job retention, and job training.

Publications

The Extension Service is a major dissemination arm of the U.S. Department of Agriculture, and many catalogs are required to list the publications available. There is a newsletter, Extension News, described as largely an in-house organ. Local Extension Agents or those at the universities should be contacted for details on publications.

How to Access Services

Anyone may obtain assistance from the Extension Service without fee by contacting county or city Extension Agents (they are usually found in the telephone book under county government or city government listings, and may appear as Extension Service, or VPI & SU Extension Service, or Virginia Cooperative Extension Service). In addition, one may contact:

Virginia Cooperative
Extension Service
Virginia State University
Petersburg, VA 23803
(804) 520-6421

Virginia Cooperative Extension
Virginia Polytechnic Institute
and State University
Burrus Hall
Blacksburg, VA 24061
(703) 961-6705

- Virginia Council of Churches
  2321 Westwood Avenue
  Richmond, VA 23230
  (804) 353-5587

Mission

The Council of Churches has a broad mission; however, relevant to the needs of rural employment and training practioners may be the Council's work in refugee resettlement, migrant farm worker services and others.

Current Projects

In the area of refugee resettlement, the Council is involved in matters of finding sponsors for refugees, in as-

sisting in general socialization, in providing English lessons, and in obtaining employment. Regarding migrant farm workers, the Council is involved in the provision of day care for children, recreation for whole families, and employee-employer relations. In addition, some continuing education is provided. Service is rendered to the 13 major denominations which comprise the membership of the Council; however, the Council serves the general public in Virginia. Usually there is no fee for the services of the Council. In some cases, however, variable fees may exist.

Publications

Among others, the Council publishes ten legislative updates per year. There is no fee for inclusion on the mailing list.

Additional State Information

Additional information on state and local services may be obtained through the use of VCU's directory of employment, training, and support services in Virginia.* A few of the topics noted in the table of contents in the first of the nine-volume series are:

- Vocational/Adult Education System in Virginia
- Virginia Occupational Information Coordinating Committee
- Apprenticeship and Apprenticeable Occupations
- Hospital Based Health-Related Career Programs
- Practical Nursing Programs
- Geriatric Nursing Assistant Training Programs
- Industrial Training Programs
- Flight Training Programs
- Continuing Education and Non-Traditional Degree Opportunities
- Consortia for Continuing Higher Education
- Proprietary Schools
- Virginia Community College System
- State and Local Services of the Virginia Employment Commission (VEC)
- Virginia's Planning District Commissions (PDCs)

* Richard D. Morrison (ed.), Directory of Employment, Training and Supportive Services in Virginia 1982 (Volume I: General Information), Richmond: Virginia Commonwealth University, Center for Public Affairs, 1982, (from the Table of Contents).

Selected topics from Directory continued:

- Virginia Health Department
- Virginia Department of Mental Health, Mental Retardation, and Substance Abuse
- Virginia Department of Rehabilitative Services
- Virginia Department of Social Services
- Statewide Human Services Information and Referral (I & R) System
- Services for Special Populations
- Selected Federal Entitlement Programs

II. Annotated Bibliography of Selected Documents of Potential Interest to Rural Employment and Training Practitioners and Planners in Virginia

This section contains annotations of selected books, reports, newsletters and other materials of potential interest to employment and training practitioners and planners in Virginia. The books and reports appear first and are followed by the newsletters.

Books and Reports

Bearse, Peter. On the Linkage of Employment and Training and Economic Development. Washington, D.C.: The National Commission for Employment Policy, 1982.

The focus of this paper is on the "problem of effecting 'linkage' between the employment and training (E&T) and economic development (ED) activities so that each can assist the other to achieve its objectives (p. 1)." According to Bearse, the paper "addresses the linkage issue from the standpoint of Economic Development strategy (p. i)," instead of from an Employment and Training perspective (p. 2).

Bruno, A. Lee, and L. M. Wright, Jr. Rural Job Creation--Case Studies of CETA Linkage with Economic Development. Washington, D.C.: CSR, Inc., 1980.

This book contains 20 case studies which "illustrate some of the contributions Comprehensive Employment and Training Act

(CETA) programs can make and have made to economic development and job creation efforts in rural areas (p. i)." According to Bruno and Wright, these case studies provide supporting information to the monograph, Rural Job Creation--A Study of CETA Linkage with Economic Development and were designed for the purpose of looking at "some of the difficult and complex job creation efforts which have been carried out, in many instances, under less than ideal conditions in some of the more rural areas (p. i)."

Committee for Economic Development. Jobs for the Hard-to-Employ: New Directions for a Public-Private Partnership. Washington, D.C.: Georgian Press, Inc., 1978.

"This statement by the CED Research and Policy Committee focuses on ways of overcoming unemployment and underemployment for those groups that typically experience high or prolonged joblessness (p. 8)." The focus is on increasing training and job opportunities for the hard-to-employ in the private sector and speeding their transition from government income support and subsidized employment to permanent private sector employment (p. 13). Recommendations are made for accomplishing this.

Crawford, Sam, Rudy Schnabel, Bruce John, and Jim Nelson. Creating Jobs Through Retention, Expansion and Creation of Local Firms. Lexington: University of Kentucky Cooperative Extension Service, 1981.

This booklet is based on indications that "Some of the best prospects for job expansion in a community are its existing firms and potential entrepreneurs (p. 11)." The authors offer supportive data for this theory as well as a discussion of an "implementation of a retention and expansion strategy," and "a strategy for the formation of new firms (p. 6)." An appendix is provided which includes an example of a local firm inventory information sheet, examples of firm questionnaires, and a small business bibliography.

Farmer, Berkwood M., Anthony A. Hickey, Edward H. Hansen, et. al. Capacity Building Needs of Rural Areas in Virginia: Executive Summary and Recommendations. Richmond, Virginia: Virginia Department of Agriculture and Consumer Services, 1978.

This discussion of capacity building needs is the result of personal interviews conducted in 1977 with community leaders and officials in eight rural areas of Virginia (p. vii). According to the authors, their objectives were to: identify community and capacity building needs; examine capacity building gaps; and make recommendations for minimizing or alleviating capacity

building gaps (p. vii). Their findings are summarized.

Fazio, Ernest J. Jr., Patricia Kelly, and Sally J. Jones (Ed.). CETA and Reservation Economic Development, Exemplary Project Handbook: Participation in Economic Development. San Francisco: Urban and Rural Systems Associates, 1980.

Using a case study format, the authors present information on the use of CETA funds to promote economic and community development in Indian reservations and in other Native American communities. Also offered is "an analysis of the challenges that reservations will face during the 1980s (p. viii)" and "broad guidelines for successful economic development through CETA (p. viii)."

Fischer, Joseph V., et. al. CETA and Economic Development Program Coordination: Case Studies. Washington, D.C.: National Council for Urban and Economic Development, 1981.

The "15 case studies in this report document how local economic development practitioners and administrators of programs funded by the Comprehensive Employment and Training Act can and do work together (Forward)" to create increased job opportunities. The major portion of the 15 cases are urban; however, at least one rural effort is highlighted.

Hodge, Ian, and Martin Whitby. Rural Employment: Trends, Options, Choices. New York: Methuen and Company, 1981.

The position of the authors of this book is that "rural labor markets are at the core of the problem of rural depopulation (p. 3)." They hold that the "renewal of rural population must be related to the availability of employment (p. 3)." A number of applied disciplines are tapped in their examination of the best policy choices available.

Johnson, Lawrence P. Jr., and David G. Dickson, eds. Are You Ready? A Guide to Community Preparedness for Industrial Development in Virginia. Richmond, Virginia: Division of Industrial Development, Department of Community and Business Services, (undated).

This booklet was designed to aid community leaders in attracting new industry to Virginia. Some areas of the industrial development process which are examined include: preparation; organization; community information needed; choosing industrial sites; financing; marketing strategies; meeting with the prospect; and follow-up. Also included are examples of organizations in Virginia which are available to provide assistance in community industrial development.

Jones, Phil, Jean Hanmer, and Scott Forsyth. Addressing the Diverse Needs of Rural Counties: Report on the 1974-1975 Rural Human Resources Program. Washington, D.C.: National Association of Counties Research Foundation, 1976.

This report describes the Rural Human Resources Program undertaken in 8 states in 1974-75 through the National Association of Counties Research Foundation and the Office of Economic Opportunity. Each section provides a brief overview of each state's human service delivery system at the onset of the project. They include determinations made and actions taken by the Human Resources Coordinator hired in each state to head the project, conclusions, and "do's and don't's" provided by the coordinators. The report was written to "assist future coordinators in their difficult tasks, to inform federal, state and county officials about this project, and to indicate what can be done to improve human-service delivery in rural areas (p. 12)."

Lapin, Joel D. Final Report, CETA/Community College Interface Research Project: "Exemplary Organizational and Programmatic Linkages Between Publicly Funded Community Colleges and CETA Prime Sponsors: Models for Maryland." Baltimore County, Maryland: Catonsville Community College, 1981.

This document was part of a research effort to "examine the organizational and operational linkages between selected

CETA prime sponsors and corresponding publicly funded community colleges (p. 1)." The author defines an exemplary linkage as "a relationship which functions exceptionally well and is considered, both programmatically and fiscally, very successful (p. 2)." Two model types are presented. One concentrates on enhancing existing linkage between CETA and community colleges. The second type "is aimed at developing a model programmatic linkage system (p. 3)."

Lederer, Muriel. Blue-Collar Jobs for Women. New York: E. P. Dutton, 1979.

This book is a discussion of and an aid to the attainment of blue collar jobs by women. It provides information on the best paying skilled trades, what women working in the skilled trades are experiencing, how to obtain training, how to decide on a trade, and other information.

Leonardson, Gene S., and David M. Nelson. Rural Oriented Research and Development Projects: A Review and Synthesis. Washington, D.C.: U.S. Government Printing Office, 1977.

"This document summarizes the findings presented in seventy-one research reports and other publications which have been funded by the Office of Research and Development (ORD), Employment and Training Administration, U.S. Department of Labor

(p. iii)." The report is intended for use by employment and training professionals and its objectives are two-fold. The first is to provide "suggestions and techniques for carrying out planning and program operation responsibilities (p. iii)." The second is "to identify potential research opportunities which merit ORD's attention (p. iii)."

MDC, Inc. Final Report, PIC Roles and Employment Generating Services, Types, Outcomes, and Policies. Chapel Hill, N.C.: MDC, Inc., 1982.

This study is concerned with the "relationship between PIC roles and the employment generating services the PICs sponsor (p. 101)." It examines the changes Private Industry Councils may undergo due to new employment and training legislation. "The report has also identified a wide variety of employment generating activities under way at 17 study sites around the United States and documented some outcomes of those activities (p. 101)."

Marshall, Ray. Rural Workers in Rural Labor Markets. Salt Lake City, UT: Olympus Publishing Company, 1974.

This book is the result of a study titled, "Rural Labor Markets," conducted by the Center for the Study of Human Resources at the University of Texas. The research team examined

"rural labor markets to determine their manpower structure, past and present, and to translate these data into an understandable doctrine . . . (p. 9)." The editors state that the information compiled "could indeed be the cornerstone of all subsequent endeavor in this field (p. 9)."

Marshall, Ray, ed. Human Resource Dimensions of Rural Development. Austin, Texas: The University of Texas, Center for the Study of Human Resources, 1977.

"The papers in this volume are concerned with rural development, with emphasis on the problems of low-income groups (p. 1)." Several rural development issues are examined and the editor presents a summary of each with conclusions and policy recommendations.

Morrison, Richard D. Rural Virginia: A Data Based Overview for Human Resource Planners. Richmond, Virginia: Virginia Commonwealth University, Center for Public Affairs, 1983.

Targeted toward employment and training planners and practitioners and other human service providers, this paper provides information on the "population, income and employment, labor force and other characteristics of rural and urban components of the fourteen newly-designated Service Delivery Areas (SDAs) of the Joint Training Partnership Act (JTPA) system in Virginia (p.

1.)" The information is presented in four sections: 1) general observations on rural Virginia; 2) overview and plan for analysis of SDAs; 3) analysis of current information for each SDA; and 4) concluding comments (p. 1).

Nadeau, E. G. Federal Employment and Training Policy and Private Sector Job Creation. Washington, D.C.: The Corporation for Enterprise Development, 1982.

"The major thesis of this report is that public employment policy, at all levels of government, should be oriented to the creation of new jobs in the private sector (p. 7)." Information is presented on the "extent, nature and interaction of poverty, unemployment and underemployment in the United States (p. 9)." A discussion of "economic trends in the United States during the 1980s (p. 9)" is provided, and the effects of employment policy on private sector job creation (p. 10) are examined. This report also includes an examination of "the relationship between public employment policy and other components of a private sector job creation strategy (p. 10)" and concludes with a summary of "proposed reforms in the new federal employment and training legislation being developed to replace CETA (p. 10)."

National Alliance of Business. Job Creation Through Economic Development: The Role of Private Industry Councils (Private Industry Guide Number 2). Washington, D.C.: National Alliance of Business, 1982.

This guidebook is based on the National Alliance of Business' belief that, "economic development should be deliberately linked to employment and training and that local private industry councils (PICs) are uniquely suited to make that link effective and to bring an employment and training perspective to economic development programs (p. 1)." It is designed specifically for PICs and offers an introduction to the concept of economic development, the role that Private Industry Councils may play in economic development, including specific strategies, and resource materials available for use by PICs in their involvement in economic development.

Pierce, Neal, and Carol Steinbach. Expanding the Opportunity to Produce: The Second National Conference on New Enterprise Development, A Conference Overview. Washington, D.C.: The Corporation for Enterprise Development, 1982.

The authors report on the proceedings at the Second National Conference on New Enterprise Development held March 1-4, 1981. The Conference addressed the "formation of a national policy on enterprise development (p. 1)." The overview begins with an examination of the implications of new enterprise devel-

opment and problems encountered. Workshop recommendations regarding overcoming these problems are recounted.

Rovelstad, James M., et. al. Creating Economic Growth and Jobs Through Travel and Tourism: A Manual for Community and Business Developers, A Preliminary Report. Morgantown, WV: West Virginia University, Bureau of Business Research, 1978.

This report summarizes a manual designed for use by local businesses and communities addressing the development of travel and tourism as a means of fostering employment and economic development. Briefly examined are procedures for the evaluation of travel and tourism resources, the gauging of potentials, the organizing of support, and the design and implementation of plans for utilizing potentials.

Smith, Hubert L., Susan Hudson-Wilson, and Heath Paley. Non-Agricultural Development: Four Case Studies. Boston: Institute on Employment Policy, Boston University, 1980.

These rural development case studies are the result of a study initiated by the California Employment Development Department and completed by the Institute on Employment Policy, Boston University. Four successful, rural, non-agricultural projects were selected and examined, and the following five topic areas are covered where appropriate: 1) the search for entrepreneurs;

2) local action; 3) economic development; 4) labor force; and 5) results (pp. 8-10).

Smith, Ralph E. Women in the Labor Force in 1990. Washington, D.C.: The Urban Institute, 1979.

"The major purpose of this study is to assist the Department of Labor in improving its projections of future labor force growth and to anticipate some of the policy issues that will arise because of women's continued movement into the labor market (p. v)." The study examines three questions: 1) how can the official projections of the female labor force be improved?; 2) how rapidly will the female labor force grow over the next decade?; and, 3) how will this anticipated growth affect the formulation of public policies, especially as they relate to the Department of Labor's activities? (p. v).

Till, Thomas, Curtis Toews, Heather T. Baker, et. al. Rural Economic Development in the United States. Washington, D.C.: The National Rural Center, 1981.

"This study of the economy of rural America was undertaken with several objectives in mind: to examine past and current trends; to identify research and data gaps; and to make certain research suggestions for federal, state, and local policymakers (p. i)." It addresses the "impact of foreign trade and trade

liberalization on rural employment, the role of agriculture and small farms in rural development, . . . rural minorities and employment growth," and related issues (p. i).

United States Department of Agriculture. Rural Rides: A Practical Handbook for Starting and Operating a Rural Public Transportation System. Washington, D.C.: U.S. Government Printing Office, 1979.

This practical handbook is a collection of information and suggestions "from people thro ghout the country who have successfully started, financed, and operated coordinated rural public transportation systems (p. 2)." The handbook addresses such topics as planning, personnel, funding sources, problems and others.

Walsh, John, Miriam Johnson, and Marged Sugarman. Help Wanted: Case Studies of Classified Ads. Salt Lake City: Olympus Publishing Company, 1975.

Based on a study done in San Francisco and Salt Lake City, this book examines: 1) the value of classified employment ads to job seekers; and 2) whether classified ads are indicative of local labor markets. Numerous illustrations of ads targeted for specific purposes are included.

Warmbrod, Catharine P., and Constance R. Faddis. Retraining and Upgrading Workers: A Guide for Postsecondary Educators. Columbus, OH: The Ohio State University, The National Center for Research in Vocational Education, 1983.

"This guidebook will give postsecondary educators an in-depth look at successful upgrading and retraining programs in colleges in diverse situations across the country (p. vii)." The guidebook is the result of site visits conducted at five colleges through the United States. Case studies have been prepared on each college, "focusing on their upgrading and retraining services for industry and other economic development activities (p. ix)." The book has been designed to serve as both a guide and a resource for ideas.

Newsletters, Bulletins, and Other Periodicals

Title:	Appalachia
Published by:	The Appalachian Regional Commission 1666 Connecticut Avenue, SW Washington, DC 20235 (202) 673-7835
Content:	This bimonthly journal states that it is, "A journal devoted to the special problems of regional development." A recent issue highlighted a conference on "Jobs and Skills for the Future," held in April, 1983; an interview with the Federal Co-Chairperson of the Appalachian Regional Commission; the latest census data on Appalachian population and per capita income; a story on how a small business in Kentucky became successful with the help of Private Industry Councils in recruiting and training workers; and news briefs.
Distribution:	Approximately 21,000
Length:	This issue was approximately 32 pages in length.
To obtain a subscription:	Call or write the Appalachian Regional Commission, giving your name and address. There is no cost for a subscription.

Title:	Capsules
Publisher:	Southern Rural Development Center P.O. Box 5406 Mississippi State, MS 39762 (601) 325-3207
Content:	Published periodically by the Southern Rural Development Center, a March, 1983 issue of Capsules contained views on President Reagan's budget proposals for the South; a report on accessing agricultural news via computer through the Economic Research Service; a report on the rural poor in the South; new books and videotapes available; a report on a new research effort at the University of Georgia; seminar news; news briefs; and a report on the economic effects of the U.S. population shifts.
Frequency:	Periodically
Distribution:	Approximately 1,500 (includes all land grant institutions of higher education in the southeast, organizations and individuals).
Length:	This issue was eight pages in length.
To obtain a subscription:	To obtain a subscription to Capsules, call or write the Southern Rural Development Center and asked to be placed on their mailing list. There is no cost involved.

Title:	Connections
Publisher:	Women's Work Force Wider Opportunities for Women 1325 G Street, NW Lower Level Washington, DC 20005 (202) 638-3143
Content:	This quarterly newsletter contains legislative updates, activities of the Women's Work Force, news stories and other information on women's employment programs.
Distribution:	Approximately 130 affiliates subscribe to Connections.
Length:	Approximately 20 pages
To obtain a subscription:	To obtain the newsletter Connections, a membership application must be requested and completed, and returned to the above address. Associate membership includes a subscription to the newsletter, participation in regional meetings and inclusion on the mailing list to receive occasional "Issues Briefs." The cost is $35.00 annually.

Title:	County Employment Reporter
Publisher:	National Association of Counties Research, Inc. 1735 New York Avenue, NW Washington, DC 20006
Content:	A December, 1979 edition of County Employment Reporter contained an article entitled, "Planning Together: A Guide for CETA and Education Program

Planners;" the remarks of a speaker at NACO's Eighth National Employment Policy Conference; an overview of Independent Monitoring Units; and an article on the "Community Solar Greenhouse," where women are trained to work in non-traditional jobs such as horticulture and construction.

The Association produced the last copy of County Employment Reporter in 1982, and will only produce one or two more; however, past issues obtained from libraries may be of value in stimulating program ideas.

Title: Gerontology News

Publisher: The Gerontological Society of America
1411 K Street, NW, Suite 300
Washington, DC 20005
(202) 393-1411

Content: Published monthly, the Gerontology News provides readers with current information on the activities of the Society, aging legislation, grant opportunities, research highlights, job opportunities, and other information on aging. A July/August, 1983 issue contained an interview with the Director of the National Institute on Aging, an update on the Society's Annual Meeting, a 1983 Conference Calendar, new programs and committees established on aging, and other pertinent information.

Distribution: 5700 individuals and organizations

Length: Eight to ten pages

To obtain a subscription:	The price is $12.00 for one year and may be obtained by writing the Society and requesting an order form.
Title:	National Report for Training and Development
Publisher:	American Society for Training and Development Suite 305 600 Maryland Avenue, SW Washington, DC 20024
Content:	This training and development report, dated January 31, 1983, contained an article on the need for improved math and science education; the remarks of the Governor of Delaware on the need for a federal employment policy; a report on the Extended Uses for Television and Radio Productions project; new contacts for the International Federation of Training and Development Organizations; news of ASTD's efforts "to build awareness of the growing importance of the HRD function; recommendations for the Vocational Education Act; a brief report on research comparing the "mid-life well-being of 'working women' with that of homemakers;" and a feature entitled "Miscellany."
Length:	This issue was four pages in length.
To obtain a subscription:	The annual, single non-member subscription rate is $52.00. For information, call or write the American Society for Training and Development.

Title:	Newsletter
Publisher:	Virginia State Data Center Department of Planning and Budget P.O. Box 1422 Richmond, VA 23211 (804) 786-7843
Content:	The Spring, 1983 edition of Newsletter contained information on the new Metropolitan Statistical Areas; the availability of Census Tract report maps; publications available from Tayloe Murphy Institute, University of Virginia; the income review of the Census Bureau; a profile of the Virginia Employment Commission; an update on population projections for Virginia; seminar information; and other pertinent information. The purpose of the Newsletter is to keep data users informed on what types of resources are available to them.
Frequency:	Periodically; eventually quarterly.
Distribution:	Approximately 1,000 individuals and organizations
Length:	This issue was six pages in length.
To obtain a subscription:	To obtain a subscription to the Newsletter, call or write the Department of Planning and Budget.

Title:	ruralamerica
Publisher:	Rural America 1900 M Street, NW Washington, DC 20036 (202) 659-2800

Content:	Published bimonthly, ruralamerica is "a voice for small town and rural people." The Winter, 1983 issue included: updates on rural issues; feature articles on such topics as "Religion and Rural Life," and rural transportation; a regular feature entitled Washington Watch; and highlights of the activities of Rural America.
Length:	This issue was 26 pages in length.
To obtain a subscription:	Write or call Rural America. The cost is $10.00 annually.
Title:	The Rural Virginia Voice
Publisher:	Rural Virginia, Inc. Box 105 Richmond, VA 23201
Content:	The Rural Virginia Voice is published quarterly by Rural Virginia, Inc. and contains information on current rural issues, legislative updates, rural Virginia news items, information on organizational and written resources available, and details on upcoming meetings and conferences.
Length:	This issue was 15 pages in length.
Distribution:	Approximately 500
To obtain a subscription:	Membership in Rural Virginia includes a yearly subscription to The Rural Virginia Voice; a subscription to Rural America, the national newspaper;

notice of meeting announcements; a discount on Rural America publications; and special issues reports. The membership fee is $20.00 annually.

Title:	Southeast Women's Employment Coalition Newsletter
Publisher:	Southeast Women's Employment Coalition P.O. Box 1357 Lexington, KY 40590 (606) 269-7372 or (606) 269-7298
Content:	Published quarterly by the Southeast Women's Employment Coalition, this newsletter contains editorials and news updates, commentary on federal programs, reviews of meetings, information on upcoming seminars and workshops, and human interest articles. A Coalition spokesperson described the editorial policy of the newsletter as being "sensitive to women's issues, white and non-white."
Distribution:	450 individuals and organizations
Length:	Approximately 10 to 12 pages
To obtain a subscription:	A sample issue may be obtained at no cost. A year's subscription is $5.00 and may be obtained by calling or writing the Southeast Women's Employment Coalition.

Other Publications

Virginia Employment Commission, Job Service. Labor Market Trends. Richmond, Virginia: Virginia Employment Commission, 1983.

This one page data sheet is published bimonthly by the Virginia Employment Commission and contains statistics on employment trends for the State of Virginia. Examined are labor force developments for the month, non-agricultural employment, labor force estimates, and employment comparisons for the previous year.

Virginia Employment Commission, Labor Market Analysis Unit, Manpower Research. Labor Market Information for Virginia Employment Commission 1982-83. Richmond, Virginia: Virginia Employment Commission, 1982.

This document is produced biannually by the Virginia Employment Commission and provides a directory of VEC publications providing Labor Market Information (Foreword). It is intended to give the reader "a current listing of available reports relating to various aspects of Virginia's economy (Foreword)." Each listing contains a brief summary and a contact person to obtain more information. Publications other than those offered by the Virginia Employment Commission are also listed.

Virginia Employment Commission, Manpower Research Division. Special Report on Veterans, State of Virginia. Richmond, Virginia: Virginia Employment Commission, 1979.

This document is an update of a report published in 1978 on the "labor market status and characteristics of Virginia's and the Nation's veterans (Preface)." The report was designed to aid planners and administrators in designing service delivery programs and contains information on the veteran population, labor force, employment, unemployment and other topics (Preface).

Virginia Employment Commission, Division of Research and Analysis. Annual Planning Information for Fiscal Year 1984. Richmond, Virginia: Virginia Employment Commission, 1983.

Prepared by the Virginia Employment Commission's Division of Research and Analysis, planning information for each of Virginia's 14 Service Delivery Areas has been published separately. "This publication is primarily designed to provide historical, current, and projected information for those who develop and implement job training programs. Included is information on population, employment, unemployment, and other relevant data that may be of value for planning (Foreword)."

Virginia Employment Commission, Division of Research and Analysis. Economic Assumptions for Fiscal Year 1984 with Basic Forecasts from the Virginia Large Scale Econometric Model. Richmond, Virginia: Virginia Employment Commission, 1983.

Economic Assumptions is published annually by the Virginia Employment Commission. It contains economic forecasts for the United States and the State of Virginia for FY84, the labor force data forecast, forecast assumptions and factors that could change it, projected employment and unemployment rates, and related information.

Virginia Employment Commission, Division of Research and Analysis. 1982 Wage Survey of Selected Manufacturing Occupations. Richmond, Virginia: Virginia Employment Commission, 1982.

This annual survey presents information on wages paid to those employed in manufacturing industries in the State of Virginia. Section One presents wage data by the 14 regions of Virginia. Section Two presents the same information by occupational title. "Wage tabulations include the absolute lowest and highest wages reported in an occupation, and weighted averages of the lowest, highest and average wages workers were receiving at the time of the survey (Foreword)."

Copies Available

This report is one of three produced by the Rural Success program in 1983. The three are:

Susan B. Crow and Arneada Bray Russell (eds.), Selected Technical Assistance Resource Agencies and An Annotated Bibliography for Rural Employment and Training Practitioners in Virginia, Richmond: Center for Public Affairs, Virginia Commonwealth University, September, 1983.

Anthony J. DeLellis (ed.), Rural Success: Case Studies of Successful Employment and Training Programs in the United States, Richmond: Center for Public Affairs, Virginia Commonwealth University, September, 1983.

Richard D. Morrison (ed.), Rural Virginia: A Data Based Overview for Human Resource Planners, Richmond: Center for Public Affairs, Virginia Commonwealth University, May, 1983.

Copies of these and other reports may be purchased from Virginia Commonwealth University by contacting:

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Richmond, VA 23284
(804) 257-1521